ARMY IN EUROPE PUBLISHING SYSTEM

Publication Management Training Guide

Supporting the War Fighter
April 2004

Greetings from the Director

Congratulations on your appointment as a Publications Officer/Clerk!

While serving as a publications clerk in Europe, or during deployment, you will be using the most advanced publications system in the Army. AEPUBS won the Secretary of the Army Award for the most improved publication system in 2000 and was also awarded the Army Knowledge Management Award for Best Business Practice in 2002

The United States Army Publications & Distribution Center, Europe (USAPDCE) is the only depot publications and forms supply center in the European Theater and the largest outside the continental United States. Our primary mission is to provide timely and responsive distribution of all publications and forms used by the U.S. Army Europe. This includes USAREUR pubs, Army in Europe (AE) and higher command forms, printed and electronic material, and documents from other federal organizations. You are now one of 1500+ account holders across Europe, Africa, and Southwest Asia. USAPDCE is focused on timely quality customer service – 24/7. Customer service is only a phone call or a mouse click away.

Efficient management of your unit's publications program is critical to mission success. Administrative, technical, and training publications provide the policy, doctrine, and instructions your leaders need on a day-to-day basis to make strategic and personnel decisions. Your responsibility is to ensure your leaders have the right information at the right time.

This Training Guide is designed to help you and your customers navigate and maintain (an often challenging task of "tapping" into) the latest reference material and forms either at your desk or in your computer. With technology moving forward at breakneck speed, this guide is always subject to revisions, so use it only as a baseline reference and continue checking our website for updates.

After completing this training, you will be able to manage your unit's publications program with confidence. Please let us know how we can improve this program by emailing pubsdiv@usapdce.aepubs.army.mil. your suggestions, questions, and comments. You can also reach our customer service desk at 384-6883/6884.

Enjoy your training and we look forward to your visit and serving you soon.

CHARLOTTE MECKEL
Director, USAPDCE

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SECTION I
Today's Publications System Makes Your Job Easier

1. Electronic versus Hardcopy

Over the past few years, the Army has converted most publications to electronic format. You no longer have to maintain administrative publications in hardcopy. Users can download electronic publications and forms instantaneously. You, as the publications clerk, need only to place orders for items that are available in hardcopy.

2. Types of Publications and Forms

The Army has many different types of publications. For a quick overview of the various types of publications and forms available to you, visit the AEPUBS site and click on "Help". Review the tables that list various types of publications available and identify their unit of issue (UI). The items that you will be most concerned with are:

Army Administrative Publications

Administrative publications provide policy and guidance. Examples are Army Regulations (ARs), Department of Army Pamphlets (PAM), and Circulars (CIR). These publications are normally electronic only and easily accessible through AEPUBS. Therefore, they do not have ordered. The exceptions are publications such as DA Posters, which are only available in hard copy. It is important that you familiarize yourself with the various series of admin publications. Visit AEPUBS, click on publications, and type in PAM 25-40. Review Appendix H, which lists all administrative series, titles, and descriptions.

Training Publications

Soldiers use Field Manuals (FM) that are often in short supply; however, these are available as Electronic Media Only (EMO) through AEPUBS. Electronic copies of FMs may also be downloaded from http://www.adtdl.army.mil/.

Technical Publications

Technical Manuals (TMs) are available in hardcopy through AEPUBS links page at http://www.logsa.army.mil/.

Army Forms

Forms are prescribed by Army publications. The most frequently prescribed are DA and DD forms. Many of these have been converted to electronic format and can be accessed through AEPUBS. Hardcopy only forms, i.e., special construction forms, tags, or multipart forms must be ordered using AEPUBS.
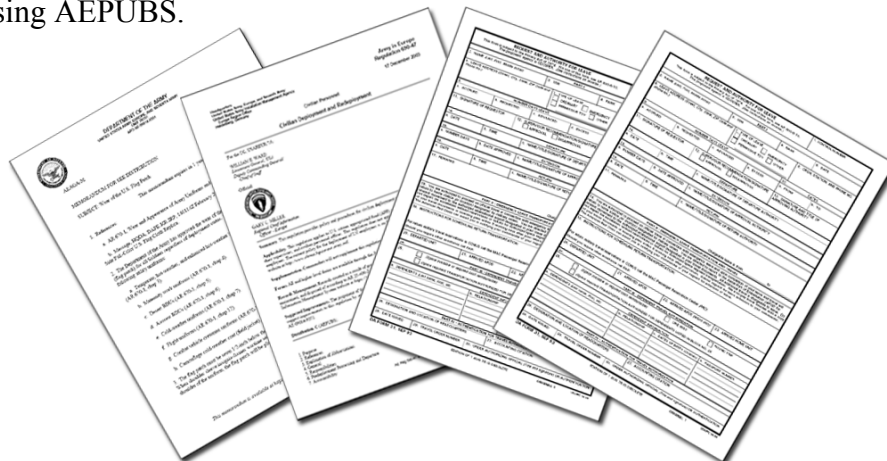
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Army in Europe Publications and Forms
Army in Europe (AE) publications and forms are available through AEPUBS. New electronic AE publications, to include - command correspondence, will be e-mailed to you as soon as they become available. Command correspondence consists of memorandums and policy letters signed by the Commanding General, USAREUR; signed by the Director, Installation Management Agency, Europe; and the Army in Europe Bulletin. Most AE publications and forms are available in electronic format. Examples of hardcopy AE pubs are: the driver's manual, pocket guides for deploying units, wallet-sized cards, and classified publications that cannot be made available on the website. Note that Army in Europe form numbers, reflect the number of the prescribing directive. For example, a form prescribed by AE Reg 1-10 would be numbered AE Form 1-10A.

3. *Receiving Publications and Forms*

Personal Subscription Notification (PSN)
Requiring activities or even individuals can use the PSN feature available on the public page of AEPUBS web site. The customers will automatically receive all command correspondence and changes in the status of all specified Army and Army in Europe publications and forms. Each month AEPUBS sends an email that lists all changed publications and forms. By using the PSN your unit personnel will have access to updated policy and guidance.

Ordering
Ordering is simply requesting copies of stocked (hardcopy) publications and forms using AEPUBS. These are items (other than EMO) can be requested on line. Unit personnel should notify you when they require publications and forms.   Normally you would place an order once a month, however orders can be placed 24/7 if necessary.

Subscriptions
A subscription is a listing of your organization's "recurring" publication requirements and changes. It is very similar to a subscription to a magazine such as Sports Illustrated.   When you establish a subscription for a publication in AEPUBS, you will *automatically* receive the new editions when it becomes available. You must order the basic publication after you establish your subscription, but ONLY ONCE.

4. *Key Personnel*

Key personnel are excellent sources of information and can assist you in knowing which items should be on subscription and which need to be requisitioned. These personnel are the subject matter experts in your unit.

5. Documents and Equipment

The following is a listing of documentation and equipment you will need to manage your Publications Program:

DA Form 12-R "Request for Establishment of a Publications Account"
Publications Officers/Clerks must submit a DA Form 12-R to USAPDCE to receive a publications account. See instructions in Section III. AEPUBS accepts only official email addresses such as your unit's or Army Knowledge Online (AKO) email address. Once completed, you will be sent a control number and helpful hints to maneuver through the site.

Standard Operating Procedure (SOP)
Create an SOP that outlines the procedures to follow when your customers are requesting publications and forms support. A sample SOP can be found in Section IV of this training guide.

Internet Explorer 6.0
The baseline browser for AEPUBS restricted site is IE6. The unrestricted site can be accessed using either IE6 or Netscape 6.0.

Acrobat Reader
Recommend using Acrobat Reader 6.

SECTION II
Tips For Managing Your Account

1. Account Management
AEPUBS has a host of management tools. It is important that you understand the purpose of each tool and how they can help you to manage your publications account.

Sub-Accounts
Sub-Accounts are subordinate to your primary account. For example, if you are the publications clerk, you might establish sub-accounts for the various sections with an alternate pubs clerk serving in each office. That clerk handles all publication and form issues for their section but contacts you when additional support is required. It is your responsibility to train your Sub-Accounts.

❖ **Should You Establish Sub-Accounts?**
   This decision should be based on the structure of your organization.
   Some helpful hints to ask yourself:

   1. Do Sub-Accounts already exist in your organization? If so, are the Sub-Accounts kept current and are they being used?

   2. Are there several functional areas in your organization? If so, do they have a high demand for hardcopy publications and forms?

3. Are there sections in your organization, which are geographically separated from you? Would they benefit from having a pubs clerk on-site in their office? If so, it may be more efficient to establish a separate publications account. If part of your unit is deployed, you may have a forward and a rear account.

4. Would establishing Sub-Accounts improve customer service and make your job easier? Keep in mind that even if you establish Sub-Accounts, you are still responsible for the entire account.

❖ **NOTE:** After you have finished the publications training, you will find it easier to determine whether you should establish Sub-Accounts. If you establish Sub-Accounts, remember to layout your procedures in your SOP… *it's key to your success*.

2. Determining Your Publications Requirements

The following are resources that you can use to determine what publications to put on your subscription list.

The Table of Organization and Equipment (TOE) is a document that prescribes the mission, organizational structure and the minimum mission essential personnel and equipment requirements for a unit necessary to accomplish its wartime mission. If your TOE states that your unit is required to have 100 M-16s on-hand, you know you should have 100 TMs, as well. The TOE is normally maintained in Logistics (S4) and Personnel (S1) sections of your unit.

Table of Distribution Allowance (TDA) is the same as the TOE except it is used for determining peacetime mission requirements.

Cross Reference From National Stock Number (NSN) to publications and vice-versa. AEPUBS provides this information under Misc Table. This feature will tell you which publications are required to support the equipment you have in your unit.

Training Documents: Army Regulations and Army in Europe (AE) 350-series publications

Recurring Mission Tasking Documents: Contingency Plans, OPLANS and Force Protection plans

Commanders Guidance and Command Publications

Key Personnel: Section chiefs, SMEs and publications officer

References: Review reference appendixes of publications on-hand

3. AEPUBS Account Maintenance

AEPUBS contains user-friendly account management tools. Once you have logged on to AEPUBS, using your control number, click on Account Maintenance. At the top of the screen you will find a double menu bar with the following selections:

Today's Transactions

Use the Today's Transaction Listing to ensure your orders were accepted by AEPUBS. For example, as soon as you make an order, you can go to the Account Maintenance Page and click the link to "Today's Transactions". Your order should appear on that page; however, your transaction has "not" been processed. You will know that your submission is processed when you see it on the Transaction History Listing, which is normally available one day after you make the submission to AEPUBS.

Transaction History

Lists all re-supply transactions that have been processed. This list is to be used as an on-line record of your account activity.

❖ **NOTE:** It is very important that you keep your data in the Account Maintenance area current. If you do not, you will loose track of what you have placed on order and what you have received.

USAPDCE

This option shows the status of orders processed by USAPDCE. Comments next to the item denote that a change was made to your original order or it was not filled.

United States Army Publishing Agency (USAPA)

This option shows you the status of AEPUBS orders filled at St. Louis. This report contains all your account orders processed in the last 180 days.

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Forms Maintenance
This tool allows automatic ordering of hardcopy forms. To prevent the accumulation of excess stock, we suggest you order forms regularly for a few months to obtain a "good estimation" of your unit's forms requirement.

Consider following this example:

> *Let's say you use 60 copies of a form per month. If you initially order a 3 month supply (180 copies) of the form, you should be able to maintain a two month backup supply of the form on-hand by ordering 30 copies of the form monthly. Keep in mind that once an order is placed with AEPUBS, the delivery time is very fast to locations in Europe, usually between 5 to 10 days.*

Subscription List
Print a fresh copy of your subscription from AEPUBS periodically. As you make changes to your account, annotate the change on your subscription list. Use your manual listing to capture changes you make in the system and keep it as a record until you validate that all the changes were transacted in AEPUBS. You may also print out a copy of Today's Subscriptions Listing. Whichever method you choose the key is to keep your subscription list current.

Library
The Library is a listing of all your publications and forms. These items are added from either the Forms or Publications Display Page and checked monthly by the system to ensure key elements, such as date of last physical inventory, location of items and dates have not been changed. It is the account holder responsibility to add new items.

Account Information
This option shows the publications clerk what information is in the AEPUBS database and displays the latest DA Form12-R. To view your unit's current DA Form 12-R, follow the steps below:

1. Click "Account Maintenance"
2. Then, click "Account Info" (Top of the screen)
3. Click the "List Docs" button

Sub-Accounts
AEPUBS will keep track of forms and publications ordered by your Sub-Accounts. Using this listing, as part of your program will ensure the right personnel received the forms and publications. See Section III, item 4 for instructions.

Excess
This feature allows you to advertise excess publications and blank forms and for other units to obtain. Neither classified publications nor accountable forms may be advertised on this site.

SECTION III
Getting Started

1. Instructions For Establishing An Initial Account

In-Garrison
The process for establishing an Initial Publications Account is listed below.

Deployed
If your unit deploys, use the procedures detailed below to establish a V account. Publications and forms will be mailed to your deployed location. When your unit returns from deployment, notify AEPUBs to close your account.

Contractor
Contractors must submit a DA Form 12-R and a DA Form 4790, "Certification for Distribution of Publications in Support of Government Contract".

Completing a DA Form 12-R

1. Go to our website: https://aepubs.army.mil//
2. Click on "Forms" (in the left frame) on the Form Lookup Page
3. Type "DA Form 12-R/DA Form 4790" (in the forms number block)
4. Click search
5. Click on electronic form
6. Click on appropriate form type and
7. Fill out the form

Complete each box as appropriate:

Block 1: Account Number (leave blank for new accounts)
Block 2: Today's Date
Block 3: As Appropriate
Block 4: Complete unit-mailing address. Include the complete 9-Digit zip code.
Block 5 & 6: Leave Blank
Block 7a: Check Publications Only
Block 7b: Your official email address. It must MATCH Block 9a.
Block 8a: As Appropriate
Block 8b-c: As Appropriate (MANDATORY-helps eliminate duplicate accounts)
Block 9a: Fill in the publications clerk information. (this must MATCH Block 7b.
Block 10: Check unclass (signature MANDATORY for Confidential or Secret in 11b)
Block 11a-c: As Appropriate (signature MANDATORY for Confidential or Secret)
Block 13a-c: MANDATORY
Block 14b: Leave Blank

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Fax the completed form(s) to DSN 370-6568 or comm. 06221-57-6568.
Turn around time may be as short as 48-72 hours. If you have any questions or need additional assistance, contact our customer service team at 384-6883/6884.

2. Instructions to Make Changes to an Account

To change the unit publications clerk, unit address or close an account, complete a
DA Form 12-R.

1. Go to our web site: https://aepubs.army.mil//
2. Click on forms (in the left frame)
3. Type in DA Form 12-R (in the form number block)
4. Click search
5. Click on electronic form
6. Click on appropriate form type
7. Fill out the form

Complete each box as appropriate:

Block 1: Account Number (Mandatory))
Block 2: Today's Date
Block 3: Check change or closed
Block 4: Complete unit-mailing address. MUST include the complete
9-Digit zip code.
Block 5 & 6: Leave Blank
Block 7a: Leave Blank
Block 7b: Your official email address, this must MATCH Block 9a
Block 8a: As Appropriate
Block 8b-c: As Appropriate (MANDATORY-helps eliminate duplicate accounts)
Block 9a: Fill-in the publications clerk information (must MATCH Block 7b)
Block 10: Check "unclass" (signature MANDATORY for Confidential or
Secret in Block 11b)
Block 11a-c: As Appropriate (signature MANDATORY for Confidential or Secret)
Block 13a-c: MANDATORY
Block 14b: Leave Blank

Fax the completed form(s) to DSN 384-6894 or comm. 0621-730-6894.
If you have any questions or need additional assistance, contact our customer
service team at 384-6883/6884.

Note: Once the account is established or updated, the publications clerk will receive email confirmation, their control number, and further instructions.

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3. Publications and Forms Ordering Procedures

LOGON to: *https://aepubs.army.mil/ae/public/main.asp* using your control number.

To Place an Order:

1. Click on "Forms" or "Publications", Type in "DD Form 1610"
2. Click "Search". Once the form or publication comes up, there may be different options (choose as appropriate)
3. Click on "Electronic Form", or submit an order after you annotated a quantity
4. Click "Submit Order", (you should receive a confirmation page, if you do not, call AEPUBS customer service or email pubsdiv)

Check the Status of Your Order:

1. Click on "Account Maintenance"
2. Click either (top of screen):
   "USAPA" for stateside publications or
   "USAPDCE" for Forms and Army in Europe publications

4. Adding Sub-Accounts

1. Click on "Account Maint" (Left of the screen)
2. Click on "Sub-Accounts" (Top of the screen)
3. Click "Add New Sub-Account"
4. Assign each Sub-Account a letter and fill in requested information
5. Click "Add New"
6. Click on "Sub-Account" just added"
7. Click on "Add Clerk" (Type in info)
8. Click "Save" (The record has been saved)

NOTE: The Sub-Account control number

SECTION IV
Sample Unit Publications SOP

<div style="border:1px solid">

DEPARTMENT OF THE ARMY
51ST TRANSPORATION BATTALION
UNIT 310401, Box 49
APO AE 00000

(Your office symbol)   DATE

MEMORANDUM FOR…………………………….

SUBJECT: Internal Unit Publications and Forms Management SOP

1. The Publications Officer/Clerk manages the unit publications account; maintains stock of forms/publications for mission requirement, subscription list, requisitions items, distributes pubs/forms, and trains sub-account clerks.

2. The Publication and Forms Management Program will function as follows:

   a. The designated Publications Officer/Clerks are the only persons authorized to order for the publications account. The publications clerk is _____ located in _____ duty phone_____.

   b. If desired, the Commander will appoint an alternate publications clerk who will be trained by the Publications Officer/Clerk. These personnel are responsible for sub-account activities.

3. This program is considered a Commander's Interest Program.

4. This SOP is effective immediately.

COMMANDER'S SIGNATURE BLOCK

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SECTION V
Publication WEB Sites

U.S. ARMY PUBLISHING DIRECTORATE (APD) (Administrative Departmental Publications and Forms) (ARs, CIRs, PAMs, OFs, SFs, DD & DA Forms) http://www.usapa.army.mil/

U.S. ARMY MATERIEL COMMAND (AMC) LOGISTICS SUPPORT ACTIVITY (Technical and Equipment Publications) (TMs, etc.) http://www.logsa.army.mil/

U.S. ARMY TRAINING AND DOCTRINE COMMAND (Training and Doctrinal Publications) (FMs, PBs, TCs & STPs) http://www-tradoc.army.mil/default/htm

U.S. ARMY CORPS OF ENGINEERS (Training & Doctrinal, Technical & Equipment Publications with Engineering & Design Criteria (TMs & FMs) http://www.usace.army.mil/

THE SURGEON GENERAL/MEDICAL COMMAND (Training & Doctrinal, Technical & Equipment Publications with Medical Content,TMs, FMs, and SB 8-75-Series Publications) http://www.armymedicine.army.mil/default2.htm

DEPARTMENT OF DEFENSE FORMS http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM

COMMAND AND GENERAL STAFF   http://www-cgsc.army.mil/index.asp

ARMY TRAINING SUPPORT CENTER (Corresp.Crs. Site) http://www.atsc.army.mil/

FORCES COMMAND (FORSCOM) PUBS http://www.forscom.army.mil/default.htm

JOINT DOCTRINE HOME PAGE http://www.dtic.mil/doctrine/

EUCOM PUBS LIBRARY http://www.pubs.eucom.mil/index.htm

SOLDIERS MAGAZINE - ONLINE PAGE http://www.army.mil/soldier/

THE PREVENTIVE (PS) MAINTENANCE MONTHLY MAGAZINE http://www.logsa.army.mil/psmag/pshome.html

DEFENSE LINK HOME PAGE http://defenselink.mil/

SECTION VI
Publishing References

DA PAM 25-33, USER'S GUIDE FOR ARMY PUBLICATIONS AND FORMS

DA PAM 25-40, ARMY PUBLISHING: ACTION OFFICERS GUIDE

AR 25-30, THE ARMY PUBLISHING PROGRAM
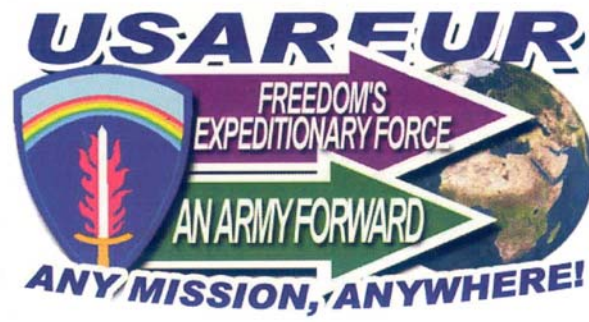
AE REG 25-30, THE ARMY IN EUROPE PUBLISHING PROGRAM

AE REG 25-35, PREPARING ARMY IN EUROPE PUBLICATIONS

SECTION VII
Conclusion

Bravo! You have finished the USAPDCE on-line Publications Management Training Guide. At this point, you should have a solid understanding of the Army Publications System and the AEPUBS. We suggest you look over the AEPUBS User's Guide located at https://aepubs.army.mil/ae/public/main.asp*. It contains all the information you need to order publications, forms, and how to use the account management tools. When you combine the information covered in this guide and in our user's guide, consider yourself well informed to assist customers with all their publication and form needs.*

CHARLOTTE MECKEL
Director, USAPDCE

2d Signal Brigade